

7 OUTLINE, COURSE IN 4-H CLUB ORGANIZATION AND PROCEDURES
FOR PROFESSIONAL IMPROVEMENT OF EXTENSION WORKERS

As offered by the Cooperative Extension Service and the Graduate School, Cornell University, Ithaca, N. Y., July 17-August 4, 1950
E. W. Aiton, Instructor*

I. Purpose and Objectives

Professional improvement of extension workers to the end that your work will be more effective in the personal and educational development of rural boys and girls through 4-H Club work and Extension work with young men and women.

- A. Knowledge of the basic principles underlying 4-H program, organization, planning, and methods.
- B. Appreciation of the variety of techniques used in 4-H Club work, their advantages and disadvantages.
- C. Ability to apply basic educational principles and appropriate techniques to local situations so as to obtain maximum development of rural boys and girls.

II. Meeting Arrangement

- A. Fifteen meetings, each of 75 minutes' duration.
- B. Class periods will be varied to include: Discussions and reference assignments, lectures, guest lectures, demonstrations, and reports by the class members.
- C. Since a numerical grade must be given each student, completion of a term paper, several quizzes and a final examination will be required before credit is approved.
- D. All classes, library, seminar and special conference sessions will be held in Room 114, Plant Science Building.

III. Outside Reading

- A. Reading assignments are listed in connection with each topic. These are intensive rather than extensive. Because of their brevity and importance to the particular topic assigned, members will be held responsible for all of them, even if not discussed in class.
- B. Those students particularly interested in topics covered only briefly by the course are encouraged to consult with the instructor in regard to additional reading. Provision will be made for brief reports by each member of the class on special problems.

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IV. Term Problem

Each member of the class will be expected to work on a term problem. It may be an outline or may take the form of a term paper, but should be brief (5 to 25 pages). It should be chosen from the work that the student expects to do on his extension job. Its purpose is to apply the principles developed in the course to an actual problem encountered in the conduct of 4-H Club work.

V. Notebooks

As no text is required, each student is requested to keep a notebook. It will not be called in but may include:

- A. Class notes. In addition to literature and material given by the instructor, contributions made by members of the class should be included.
- B. Reference readings. As many as possible of the reference readings will be distributed to the class. It is suggested that notes on references not distributed should be made to enable the student to give an evaluation of all assignments at the end of the course.

VI. Informal Contributions of Students to the Class

In any group of extension workers, much valuable information is available in the experience of the members. Each student is expected to participate in class discussion and to present his points of view and experience. With all sections of the country and several foreign nations represented in the experience of the class, such participation is the most effective means of developing broad points of view.

VII. Evaluation of Student's Work

The following items will be considered:

- A. Knowledge of basic principles and methods as shown by participation in class discussions.
- B. Ability to apply principles and techniques to local situations as evidenced in class and term problem.
- C. A final examination, short tests, and other assignments given.

VIII. Syllabus of Daily Topics, Resource Materials, and Advance Assignments

Lesson No. and Date	Topical Outline	Resource materials used	Advance References assigned
July 17	Class registration and summer session orientation only		
1. July 18	1. Course orientation in terms of an extension approach to community youth problems 2. Introduction to a specific community youth situation. 3. Discussion of term problems	1. Letter from Hanover Teacher "Cooperative Extension Work" by Hearne and Kelsey p. 1-10 2. Bulletin 320, "Organization of 4-H Club work" 3. Leaflet - "The 4-H Clubs" 4. "Statistical analysis of 4-H Club work" mimeo. 5. "4-H Club Data - 1948 - by States" -- 6. Sabrosky (mimeo)	Nos. 2, 3, 6, 7, 8, 9, 11
2. July 19	1. Objectives of 4-H Club work 2. Objectives of Extension work 3. Objectives of Education 4. Objectives of Vocational Ed. 5. Some Principles that Guided the Development of 4-H Club work	7. "Some Educational Aims and Objectives in Extension Work" - mimeo. 8. "How Would You Solve the Following 4-H Problems?" mimeo. 9. Monograph 21 "Education Objectives in Vocational Agriculture." pp. 1, 2, 3 10. "Experience and Education" - Dewey p. 116 11. Some Principles that Guided the Development of 4-H Club Work - mimeo.	
3. July	1. History of 4-H Club Work 2. Basic Extension Laws 3. History of Extension Work	2. "Cooperative Extension Work" by Hearne and Kelsey, Chap. II. 12. Misc. Pub. 285, "Federal Legislation" 13. "Early Development of 4-H Clubs" mimeo 14. "Seaman A. Knapp, Schoolmaster of American Agriculture," by Bailey, Chap. IV & VII	2, 12, 13, 14

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4. July 21	1. The Developmental Needs of Youth 2. Problems of Juvenile Delinquency 3. Logical Age Groupings 4. Type of Club Organization	15. The Developmental Needs of Youth, ditto 16. Developmental Tasks and General Education - Havighurst, mimeo. 17. "The Development of Children and Youth" multilith 18. "10,000,000 Youth Let's Help Them Plan Their Future" mimeo. 19. "Engineering an Extension Program for all Youth", multilith	15, 16, 17, 18
5. July afternoon?	1. The Field and Scope of 4-H 2. Who Are Our Members 3. Work with Young Men and Women	20. Report of National Extension Young Adult Planning Conf., multilith Individual Problems I, II, III, IV, mimeo 23. Selectivity of 4-H Club Work - Bulletin 426 24. Keeping High School Youth in 4-H Clubs - Leaflet 25. Extension Work with Young Men and Women. Bulletin PA 73	21, 24, 25, 26
6. July 24	1. The Place of Contests, Awards, and Incentives in 4-H Club Work 2. Local, State & National Events	26. Contests: Their Educational Function and Abuse 27. "The Use of Rewards in 4-H Club Work" by Gertrude L. Warren Guest Lecturer, R. A. Turner, Field Agent, Central States, Extension Service, U.S.D.A.	26, 27, 31, 32
		28. "National 4-H Awards Handbook" Souvenir Program, Twentieth National 4-H Club Camp 30. National 4-H Congress Program 31. Community Organization Material 32. "Tips to follow When You Hold a County-wide 4-H Club Event" leaflet	89(2-49)

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7. July 25	1. Parents Part in 4-H Club Work 2. Securing Parent Cooperation 3. Farm Family Partnerships	33. "Parents Part in 4-H Club Work" by T. A. Erickson 34. "Parents and 4-H Club Work" bul. 231 35. "Junior Partnerships" bul. 231 36. "Father and Son Partnerships" bul. 330	33,34,36
8. July 26	1. Local 4-H Club Programs Planning 2. County 4-H Program Planning 3. Organization of the Community	5. "Statistical Analysis of 4-H Club Work" 37. "Rural Communities" D.S.10 38. "Main Types of County Extension Organization" mimeo. 39. "Getting Group Action" mimeo. 40. 4-H Program Planning Suggestions (Indiana Folder)	5,25,38,40
9. July 27	1. Local 4-H Club Leadership 2. Leader Training 3. Junior Leadership 4. Satisfaction of 4-H Leadership	41. Ext. Circ. 347, "Voluntary Leaders are Essential" . . . mimeo. 42. Some Suggestions on Division of Responsibility" tear sheets 43. "Local Leadership" mimeo. 44. "A Study of Local Leaders in N.H." 45. "A Study of Local Leaders in N.Y." 46. The Local Leader's Relation to the Club (multilith)	41,42,43
10. July 28	Objectives and Techniques in 4-H Home Economics Programs	Guest Lecturer Gertrude L. Warren, Organization 4-H Club, Extension Service U.S. Dept. of Agriculture 47. "Review of the 4-H Homemaking Club Program" mimeo. 48. "10,000,000 Youth Let's Help Them Plan Their Future" . . . mimeo	47,48

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11. July 31	1. Local 4-H Club Leadership (Contd.) 2. Leader recruitment 3. Leader training 4. Satisfactions of 4-H Leadership	Howard J. Stelle, Onondaga Co., N.Y. Club Agent, Guest Lecturer "Suggested Content for Local Leader Training Program in Northeastern States"	
		50. "Suggested Plan for Training" - by Bert Rogers mimeo.	
		51. "Voluntary Local Leadership" mimeo.	
		52. "Why Do I Stay in 4-H Work?" mimeo.	
		53. "Satisfactions of Local 4-H Leadership" Results of New York 4-H Study	
12. Aug. 1	1. How Members Learn in 4-H 2. Relationships to Organizations, Groups, Agencies, Specialists and other Staff members 3. The Church and 4-H Clubs	54. Ext. Serv. Circ. 289, "Principles in Extension Teaching" Project Teaching Outlines by Class Members 55. "Some Considerations in Using the Ten Guidepost Program," by E. H. Shinn mimeo.	54, 56, 57, 59
		56. An Analysis Sheet for 4-H Club Project Programs	
		57. This is the Story - bulletin "Job for Two" film strip	
		58. The Church and 4-H Clubs" bulletin	
13. Aug. 2	1. How Members Learn in 4-H (contd.) 2. The Place of Movies, Visual Aids, Exhibits	60. The 4-H Way (Kodachrome Series) "Educational Exhibits" - Misc. Pub. 634	

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14. Aug. 3	Guest Lecturer, Mrs. Laurel Sabrosky, Extension Analyst U.S.D.A. 1. Evaluation of 4-H Club Work 2. Annual Extension Reports	71. Annual Statistical Report 72. Extension Evaluation (Summer School Course Outline) 73. Some Measures of Results in 4-H Club Work	72,73
15. Aug. 4	Final Examination	Covering the entire course.	

